

Planning & Neighborhood Services Director

THE CITY

Located near the southern tip of the San Francisco Bay between Fremont and San Jose, the City of Milpitas is forty-five miles south of San Francisco. With a population of approximately 70,817 Milpitas is a progressive community that is an integral part of the high tech Silicon Valley. Milpitas features quality schools, conveniently located neighborhood parks and shopping centers, and a population rich in diversity.

THE DEPARTMENT

The Department is responsible for the general plan, planning, zoning, code enforcement, transportation, environmental review, housing, neighborhood preservation and Community Development Block grant administration.

THE POSITION

This is an executive management position responsible for providing leadership and policy direction pertaining to long-range planning, environmental impact, neighborhood revitalization and code enforcement, including: comprehensive planning, development review and zoning administration. The incumbent works under the direction of the City Manager and provides advice and strategic leadership to the City Manager, City Council, internal departments and outside agencies on a wide range of short and long-term planning initiatives. Responsibilities involve highly sensitive and publicly visible operations, projects and processes that require a high degree of policy, program and administrative discretion. Requires outstanding interpersonal and managerial skills. The Planning & Neighborhood Services Director is an integral member of the City Manager's executive team.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree with major coursework in urban planning, regional planning, environmental planning, housing or related field. Master's degree in urban planning, regional planning, environmental planning or housing highly desirable.

Experience: Eight years of professional experience in urban and environmental planning, including at least three years of supervisory experience.

Knowledge and Abilities:

- Applicable Federal, State and local laws, rules, regulations and codes pertaining to planning, housing and neighborhood preservation.
- Recent developments, current literature and information sources in the field of housing, planning and development.
- Principles, practices and techniques of housing and neighborhood preservation.
- Plan, coordinate, prioritize, supervise, train, direct and evaluate the work of others; leading and motivating assigned staff.
- Prepare, analyze and make recommendations regarding plans and applications received from developers, contractors and the general public.
- Analyze, interpret, explain and apply laws regulating planning, zoning, housing and the environment.

LICENSE

Possess and maintain an appropriate, valid California Driver's License.

SPECIAL REQUIREMENTS

Essential duties require the following physical abilities and work environment: Ability to work in a standard office environment; repetitive keyboarding; ability to attend night (evening) meetings; able to travel to various locations within and outside the City of Milpitas.

EXAMINATION PROCESS

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that will consist of an oral board interview. Candidates who successfully pass the oral interview will be placed on an eligibility list. All candidates will be advised of their status once a finalist has been selected.

TO APPLY

The City is seeking a strong and dynamic leader with excellent interpersonal skills. Interested candidates should submit cover letter and resume detailing experience and qualifications to:

**Carmen Valdez
Human Resources Director
City of Milpitas
Human Resources
455 E. Calaveras Blvd.
Milpitas, CA 95035**

Filing Deadline: July 20, 2012

A complete job description is available on the City of Milpitas website www.ci.milpitas.ca.gov (Under Employment, Job Specs) or call Human Resources at (408) 586-3090.

The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the examination process.

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.

SALARY AND BENEFITS

Annual Salary	\$ 104,376 - \$ 164,996 (Employee pays 8% PERS contribution)
Retirement	CalPERS 2% at 60 plan, with 3 year final compensation.
Health Insurance	CalPERS Medical.
Dental	City paid.
Vision Insurance	City paid.
Life, LTD and STD	City paid \$50,000 life insurance. Long and short-term disability coverage.
Sick Leave	12 days per year.
Vacation	16 days per year to a maximum of 36 days per year.
Management Incentive Pay (MIP)	5 hours accrued per pay period up to 260 hours.
Holidays	13 days per year.
Deferred Compensation (457 Plan)	\$ 900 per year, City paid.
Flexible Spending	Pre-tax health care and dependent care accounts.

City of Milpitas
455 E. Calaveras Blvd.
Milpitas, CA 95035

The City of Milpitas
California



**Announces a
job opening for**

PLANNING & NEIGHBORHOOD SERVICES DIRECTOR

Annual Salary:
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(Employee pays 8% PERS contribution)

Final Filing Date:
July 20, 2012